

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

August 13 - [City Council Meeting Agendas](#)

Looking Ahead

Thursday, August 1: Board of Architectural Review, Old Town Advancement Commission meetings

Tuesday, August 6: Planning Commission Work Session; National Night Out

Saturday, August 10: Old Town Classic Movie Night - *Grease*

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This Flashback Friday post by the Winchester Police Department advertised the return of National Night Out to the Loudoun Street Mall on August 6 from 5:30-8:30 pm.

City Manager's Takeaways

Presented an overview of the current state and future goals of the City of Winchester at the Godfrey Miller Lecture Series in honor of the 275th anniversary of Winchester. The presentation is now available on the [City's website](#).

Met with staff to discuss a potential ordinance change to be presented to Council regarding the allowance of "small cell" cellular technology in the City's rights of way.



Public Safety

Winchester Police

- Attended Drug Court advisory meeting, Virginia Tech incident review and active shooter training.
- Scheduled and held interviews for administrative assistant, police position, and mental health specialist.
- Conducted Patrol Study meeting and continued work on report.
- Held Bike School, training for Virginia Criminal Information Network, and phase 3 of field training assignments.
- Secured Friday Night Live, Virginia State Legacy Ride, and the City Council meeting.
- Attended the City Council meeting to present the revised agreement with the SPCA to better represent current practice.
- Continued National Night Out planning (August 8).
- Conducted tour of the station for the Youth Development Center.
- Met to discuss upcoming Behind the Blue episode filming to be completed by the Communications Department.
- Crime stats:
 - Crimes against persons (felony) - 4
 - Crimes against persons (misdemeanor) - 11
 - Burglaries (residential) - 0
 - Burglaries (commercial) - 0
 - Property crimes: 12

Winchester Fire and Rescue

- Coordinated delivery of the new ladder truck to Station 2 on an upcoming date; coordinated equipment removal and storage of the old ladder truck.
- Continued work on the Burn Building project.
- Submitted for a Driver Operator Aerial course training - if approved, course will be funded through the Virginia Department of Fire Programs.
- Taught *National Fallen Firefighters Foundation - Stress First Aid* course to Frederick County Firefighter Recruit Class.
- Conducted pre-incident planning for Air Gas and pre-incident planning for Dixie Beverage.
- Completed shift training for natural gas emergencies.
- Worked to established a maintenance contract for large apparatus and began process for Assistance to Firefighters Grant (AFG) SCBA Grant submission.
- Met with the Superintendent of Winchester Public Schools.

Police Activity	#
Calls for Service	828
Crash Reports	9
DUI/DWI	1
Alarms/False Alarms	25/25
Directed Patrols	52
Directed Patrols (OTW)	7
Extra Patrols	88
Extra Patrols (OTW)	1
Traffic Citations	85
Traffic Warnings	71
BWC requests	22
Special Events Permits Received/ Approved	4/0 54 rec'd YTD

Fire Activity	Fire Activity
Fire	6
Overpressure	0
EMS/Rescue	97
Hazardous Cond.	5
Service Call	4
Mutual Aid Given	8
Good Intent	6
False Alarms	6
Special Incident	0
Plan Review	1
Inspections	20
Reinspections	7

- Chief Garrett was featured as a guest on the August 25 Rouss Review podcast. [Listen](#)
- Attended meeting regarding IAFC Volunteer Workforce Solutions and Volunteer Recruitment/Retention Resources.
- Assisted with Virginia Fire Marshal Academy yearly test bank validation for State Certified Fire Investigators.
- Continued to work on fire investigations from previous fire incidents.

Emergency Management

- Updated Emergency Management mid-year performance measures for the City Manager's office.
- Delivered presentation of Safety and Security recommendations to the City's senior leadership.
- Prepared and delivered a letter of request for membership to the Local Emergency Planning Committee.
- Reviewed the approved special events applications submitted to the Winchester Police Department.
- Conducted site visit to Berkeley County, WV for 911 center and Emergency Operations Center capabilities.
- Developed a Part 107 Remote Pilot course for City personnel.
- Received daylight flight waiver from the Federal Aviation Administration.
- Completed firmware upgrades to radio subscriber units.
- Prepared the mobile command unit for National Night Out.

Development Services

Economic Redevelopment

- Attended Downtown Intersections Virginia Main Street Conference - seminars focused on best practices for promoting economic vitality and enhancing design & promotion in downtowns.
- Held initial planning conversation for event with Shenandoah University to pair students with small and large sized Winchester companies for internships, job shadowing, and CAPSTONE projects.
- Conducted Primary and Secondary District Old Town Advancement Commission walking tour.
- Met with prospective businesses and developers interested in Winchester.
- Conducted business retention/expansion visits with city businesses.

Community Arts and Vitality

- Welcomed new Community Arts & Vitality Manager, Alex Flanigan.
- Began initial planning for Old Town Advancement Commission stakeholder meeting in August.
- Notified local arts grant recipients of award.
- Responded to 5 business inquiries.
- Assisted 1 tourist and 11 locals at the Welcome Center.

Winchester/Frederick County Tourism

- Appeared on the Tourism Tuesday radio show on The River 95.3 this week. Guest was Mary Jane Leight from the Frederick County Fair. [LISTEN](#)
- Filmed a Tourism segment for the City's publiCITY show.
- Attended the monthly [Shenandoah Spirits Trail](#) meeting. Discussions involved FY20 budget, RFQ for new website, ongoing WINC FM radio promotion, social media campaign, and map guide reprinting.
- Fielded numerous questions from potential bidders for in regards to the open bid for our new multi-platform ad campaign.
- Began working with 3 different groups (bus, reunion and military) on plans to come to the Winchester area in 2020.
- Solidified recurring monthly meeting times and members for our three permanent Tourism Board committees; marketing, personnel and finance.

Planning

- Held the first Comprehensive Plan Public Input Session on July 25 at Frederick Douglass Elementary School. Twelve citizens attended the two-hour session. Three additional Comprehensive Plan public input sessions will be held July 29, July 31, and August 6.
- Prepared and electronically distributed the agenda packet for the August 1 Board of Architectural Review meeting.
- Attended the annual Virginia American Planning Association Conference in Hampton, Virginia.
- Worked with OakCrest Companies to wrap up review and approval of the Brooks Manor townhouse subdivision.
- Met with Communications Director to discuss departmental records retention program and policy.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Zoning and Inspections

- Completed:
 - 56 building permit inspections and issued 301 building/trades permits (\$625,367 valuation)
 - Notable permit: 2185 S. Pleasant Valley Rd - Wendy's remodel - \$100,000 valuation
 - 177 code enforcement inspections and initiated 49 new cases
 - 4 new business reviews (4 Certificates of Business, 0 Certificates of Home Business)
- Removed 3 signs from the public right-of-way (YTD=227).
- Met with Communications Director to discuss departmental records retention program and policy.
- Assisted Planning Department with the first Comprehensive Plan Public Input Session.

Permit #	Type	Address	Description	Value
19 00002393	PLBG	955 KINZEL DR	EXPANSION TANK	\$200.00
18 00001244	PLBG	1850 APPLE BLOSSOM DR	NEW FIXTURES	\$19,000.00
19 00002347	CHNG	202 204 S BRADDOCK ST	M TO B	\$0.00
19 00002394	PLBG	126 W LEICESTER ST	REMODEL KITCHEN/BATH	\$2,500.00
19 00002153	ZSGN	37 E PICCADILLY ST	NEW AWNING	\$0.00
19 00001631	MECH	665 HILLMAN DR	ADDING HEAT PUMP/ FURNACE	\$2,600.00
19 00002358	DECK	20 RICHARDS AVE	REMOVING STOOP/ADDING PORCH	\$2,000.00
19 00002395	PLBG	3 S EUCLID AVE	REPLACING SEWER PIPE	\$2,150.00
19 00001904	NGAS	212 E CORK ST	NEW APPLIANCES	\$2,000.00
19 00002474	PLBG	955 FRANKLIN ST	EXPANSION TANK	\$200.00
19 00000283	FEXT	2230 S PLEASANT VALLEY RD	WET SUPPRESSION SYSTEM	\$4,500.00
19 00002470	PLBG	923 KINZEL DR	EXPANSION TANK	\$200.00
19 00002463	PLBG	950 FRANKLIN ST	EXPANSION TANK	\$200.00
19 00002403	PLBG	905 CEDAR CREEK GR	EXPANSION TANK	\$200.00
19 00002471	PLBG	933 1/2 WOODLAND AVE	EXPANSION TANK	\$200.00
19 00002477	PLBG	2436 MASSANUTTEN TERR	EXPANSION TANK	\$200.00
19 00002414	PLBG	28 W HART ST	EXPANSION TANK	\$200.00
19 00002391	DECK	112 MORNINGSIDE DR	ADDING DECK	\$16,623.00
19 00002443	PLBG	1404 S LOUDOUN ST	EXPANSION TANK	\$200.00
19 00002473	PLBG	950 WOODLAND AVE	EXPANSION TANK	\$200.00
19 00002440	PLBG	1023 ORCHARD AVE	EXPANSION TANK	\$200.00
19 00002459	PLBG	511 S BRADDOCK ST	EXPANSION TANK	\$400.00
19 00002419	PLBG	2519 HOCKMAN AVE	EXPANSION TANK	\$200.00
19 00002400	PLBG	102 W HART ST	EXPANSION TANK	\$200.00
19 00002472	PLBG	934 WAYNE DR	EXPANSION TANK	\$200.00
19 00002401	PLBG	650 S114 CEDAR CREEK GR	EXPANSION TANK	\$200.00
19 00002468	PLBG	119 S KENT ST	EXPANSION TANK	\$200.00
19 00002465	PLBG	1027 ORCHARD AVE	EXPANSION TANK	\$200.00
19 00002398	RREM	2307 STONERIDGE RD	FINISH BASEMENT	\$10,000.00

Permit #	Type	Address	Description	Value
19 00002457	PLBG	319 LANNY DR	EXPANSION TANK	\$200.00
19 00002441	PLBG	1220 1224 VALLEY AVE	EXPANSION TANK	\$200.00
19 00002454	PLBG	130 OMPS DR	EXPANSION TANK	\$200.00
19 00002436	PLBG	926 ORCHARD AVE	EXPANSION TANK	\$10.00
19 00002406	PLBG	3042 S102 VALLEY AVE	EXPANSION TANK	\$200.00
19 00002448	PLBG	2312 HARRISON ST	EXPANSION TANK	\$200.00
19 00002418	PLBG	713 N BRADDOCK ST	EXPANSION TANK	\$200.00
19 00002420	PLBG	2641 STONEGATE DR	EXPANSION TANK	\$200.00
19 00002416	PLBG	15 RICHARDS AVE	EXPANSION TANK	\$200.00
19 00002466	PLBG	1404 GREYSTONE TERR	EXPANSION TANK	\$200.00
19 00002442	PLBG	1224 VALLEY AVE	EXPANSION TANK	\$200.00
19 00002407	PLBG	2633 VALLEY AVE	EXPANSION TANK	\$200.00
19 00002444	PLBG	1616 WHITTIER AVE	EXPANSION TANK	\$200.00
19 00002429	PLBG	644 VIRGINIA AVE	EXPANSION TANK	\$200.00
19 00002423	PLBG	301 FOX DR	EXPANSION TANK	\$200.00
19 00002415	PLBG	30 W HART ST	EXPANSION TANK	\$200.00
19 00002464	PLBG	1020 ORCHARD AVE	EXPANSION TANK	\$200.00
19 00002456	PLBG	307 BELLVIEW AVE	EXPANSION TANK	\$200.00
19 00002405	PLBG	3042 S104 VALLEY AVE	EXPANSION TANK	\$200.00
19 00002427	PLBG	537 OLD FORT RD	EXPANSION TANK	\$200.00
19 00002445	MECH	2063 HONEYSUCKLE LN	REPLACE EXISITING UNIT	\$4,167.00
19 00002462	PLBG	931 FRANKLIN ST	EXPANSION TANK	\$200.00
19 00002437	PLBG	932 ORCHARD AVE	EXPANSION TANK	\$200.00
19 00002425	PLBG	372 & 374 SHENANDOAH AVE	EXPANSION TANK	\$200.00
19 00002476	PLBG	1120 WHITTIER AVE	EXPANSION TANK	\$200.00
19 00002410	PLBG	2004 S PLEASANT VALLEY RD	EXPANSION TANK	\$200.00
19 00002409	PLBG	2082 S PLEASANT VALLEY RD	EXPANSION TANK	\$200.00
19 00002431	PLBG	903 ORCHARD AVE	EXPANSION TANK	\$200.00
19 00002434	PLBG	919 ORCHARD AVE	EXPANSION TANK	\$200.00

Permit #	Type	Address	Description	Value
19 00002451	PLBG	101 MORNINGSIDE DR	EXPANSION TANK	\$200.00
19 00002453	PLBG	113 MORNINGSIDE DR	EXPANSION TANK	\$200.00
19 00002447	PLBG	2205 TOWER AVE	EXPANSION TANK	\$200.00
19 00002432	PLBG	905 WOODLAND AVE	EXPANSION TANK	\$200.00
19 00002422	PLBG	3040 SHAWNEE DR	EXPANSION TANK	\$200.00
19 00002455	PLBG	304 BRANNER AVE	EXPANSION TANK	\$200.00
19 00002430	PLBG	811 S KENT ST	EXPANSION TANK	\$200.00
19 00002428	PLBG	615 QUARTZITE CIR	EXPANSION TANK	\$200.00
19 00002449	PLBG	2316 HARRISON ST	EXPANSION TANK	\$200.00
19 00002408	PLBG	3042 S109 VALLEY AVE	EXPANSION TANK	\$200.00
19 00002438	PLBG	934 WOODSTOCK LN	EXPANSION TANK	\$200.00
19 00002458	PLBG	324 RIDGE AVE	EXPANSION TANK	\$200.00
19 00002411	PLBG	136 LINDEN DR STE 102	EXPANSION TANK	\$200.00
19 00002426	PLBG	415 FAIRVIEW AVE	EXPANSION TANK	\$200.00
19 00002404	PLBG	3136 PAPERMILL RD	EXPANSION TANK	\$200.00
19 00002467	PLBG	6 E NORTH AVE	EXPANSION TANK	\$200.00
19 00002402	PLBG	210 E SOUTHWERK ST	EXPANSION TANK	\$200.00
19 00002433	PLBG	915 ORCHARD AVE	EXPANSION TANK	\$200.00
19 00002417	PLBG	15 W HART ST	EXPANSION TANK	\$200.00
19 00002446	PLBG	2301 TOWER AVE	EXPANSION TANK	\$200.00
19 00002460	PLBG	656 VIRGINIA AVE	EXPANSION TANK	\$200.00
19 00002475	PLBG	970 WOODSTOCK LN	EXPANSION TANK	\$200.00
19 00002439	PLBG	935 FRANKLIN ST	EXPANSION TANK	\$200.00
19 00002398	PLBG	2307 STONERIDGE RD	FINISH BASEMENT	\$5,000.00
19 00002469	PLBG	128 MYRTLE AVE	EXPANSION TANK	\$200.00
19 00002435	PLBG	924 ORCHARD AVE	EXPANSION TANK	\$200.00
19 00002450	PLBG	2516 MIDDLE RD	EXPANSION TANK	\$200.00
19 00002461	PLBG	308 BELLVIEW AVE	EXPANSION TANK	\$200.00
19 00002424	PLBG	335 N LOUDOUN ST APT 2B	EXPANSION TANK	\$200.00

Permit #	Type	Address	Description	Value
19 00002452	PLBG	102 BELLVIEW AVE	EXPANSION TANK	\$200.00
19 00002421	PLBG	2928 SORRELL CT	EXPANSION TANK	\$200.00
19 00002328	DECK	381 SHAWNEE AVE	REPLACE DECK BOARDS/ ADD JOISTS	\$700.00
19 00002505	PLBG	2539 MIDDLE RD	EXPANSION TANKS	\$200.00
19 00002550	PLBG	428 MARION ST	EXPANSION TANK	\$200.00
19 00002522	PLBG	422 GRAY AVE	EXPANSION TANK	\$200.00
19 00002489	PLBG	420 FAIRVIEW AVE	EXPANSION TANKS	\$200.00
19 00002480	PLBG	2620 BLUE RIDGE TERR	EXPANSION TANKS	\$200.00
19 00002535	PLBG	1018 S KENT ST	EXPANSION TANK	\$200.00
19 00002556	PLBG	621 BITTERSWEET CT	EXPANSION TANK	\$200.00
19 00002511	PLBG	2851 MIDDLE RD	EXPANSION TANK	\$200.00
19 00002552	PLBG	516 ALLSTON CIR	EXPANSION TANK	\$200.00
19 00002481	PLBG	2847 MIDDLE RD	EXPANSION TANKS	\$200.00
19 00002545	PLBG	306 GEORGE ST	EXPANSION TANK	\$200.00
19 00002572	PLBG	1104 ORCHARD AVE	EXPANSION TANK	\$200.00
19 00002528	PLBG	927 ORCHARD AVE	EXPANSION TANK	\$200.00
19 00002095	ELEC	123 BELLVIEW AVE	REMODEL	\$4,000.00
19 00002557	PLBG	712 WATSON AVE	EXPANSION TANK	\$200.00
19 00002541	PLBG	2658 DANIEL TERR	EXPANSION TANK	\$200.00
19 00002527	PLBG	915 WOODLAND AVE	EXPANSION TANK	\$200.00
19 00002548	PLBG	362 CHARLES ST	EXPANSION TANK	\$200.00
19 00002493	PLBG	832 WOODLAND AVE	EXPANSION TANKS	\$200.00
19 00002537	PLBG	2212 HARRISON ST	EXPANSION TANK	\$200.00
19 00002488	PLBG	352 FAIRVIEW AVE	EXPANSION TANKS	\$200.00
19 00002564	PLBG	132 MYRTLE AVE	EXPANSION TANK	\$200.00
19 00002343	ELEC	1514 SPRING HOUSE CT	OUTLET FOR CAR CHARGER	\$1,246.00
19 00002524	PLBG	443 HIGHLAND AVE	EXPANSION TANK	\$200.00
19 00002534	PLBG	1015 KINZEL DR	EXPANSION TANK	\$200.00
19 00002508	PLBG	2720 BLUE RIDGE TERR	EXPANSION TANK	\$200.00

Permit #	Type	Address	Description	Value
19 00002563	PLBG	134 OMPS DR	EXPANSION TANK	\$200.00
19 00002503	PLBG	2516 HILLSIDE TERR	EXPANSION TANKS	\$200.00
19 00002540	PLBG	2518 HOCKMAN AVE	EXPANSION TANK	\$200.00
19 00002506	PLBG	2543 MIDDLE RD	EXPANSION TANKS	\$200.00
19 00002494	PLBG	916 ORCHARD AVE	EXPANSION TANKS	\$200.00
19 00002571	PLBG	955 ORCHARD AVE	EXPANSION TANK	\$200.00
19 00002492	PLBG	709 N BRADDOCK ST	EXPANSION TANKS	\$200.00
19 00002577	PLBG	3 E NORTH AVE	EXPANSION TANK	\$200.00
19 00002348	ELEC	529 N BRADDOCK ST	SUB PANEL, 2 AC	\$1,200.00
19 00002532	PLBG	936 ORCHARD AVE	EXPANSION TANK	\$200.00
19 00002516	PLBG	206 ALLISON AVE	EXPANSION TANK	\$200.00
19 00002479	PLBG	2608 MIDDLE RD	EXPANSION TANKS	\$200.00
19 00002553	PLBG	524 BATTLE AVE	EXPANSION TANK	\$200.00
19 00002569	PLBG	411 FAIRVIEW AVE	EXPANSION TANK	\$200.00
19 00002499	PLBG	2501 HILLSIDE TERR	EXPANSION TANKS	\$200.00
19 00002551	PLBG	506 WHITACRE ST	EXPANSION TANK	\$200.00
19 00002542	PLBG	10 RICHARDS AVE	EXPANSION TANK	\$200.00
19 00002500	PLBG	2502 HOCKMAN AVE	EXPANSION TANKS	\$200.00
19 00002514	PLBG	117 S KENT ST	EXPANSION TANK	\$200.00
19 00002567	PLBG	112 OAKWOOD CT	EXPANSION TANK	\$200.00
19 00002533	PLBG	1008 CAROLINE ST	EXPANSION TANK	\$200.00
19 00002520	PLBG	337 ELM ST	EXPANSION TANK	\$200.00
19 00002547	PLBG	351 LANNY DR	EXPANSION TANK	\$200.00
19 00002498	PLBG	2320 HARRISON ST	EXPANSION TANKS	\$200.00
19 00002519	PLBG	325 FAIRVIEW AVE	EXPANSION TANK	\$200.00
19 00002485	PLBG	201 BELLVIEW AVE	EXPANSION TANKS	\$200.00
19 00002530	PLBG	416 GRAY AVE	EXPANSION TANK	\$200.00
19 00001478	ELEC	650 S110 CEDAR CREEK GR	REMODEL	\$1,000.00
19 00002546	PLBG	316 BRANNER AVE	EXPANSION TANK	\$200.00

Permit #	Type	Address	Description	Value
19 00002549	PLBG	364 CHARLES ST	EXPANSION TANK	\$200.00
19 00002515	PLBG	201 ALLISON AVE	EXPANSION TANK	\$200.00
19 00002544	PLBG	250 MILLWOOD AVE	EXPANSION TANK	\$200.00
19 00002483	PLBG	23 E WHITLOCK AVE	EXPANSION TANKS	\$200.00
19 00002497	PLBG	1624 WHITTIER AVE	EXPANSION TANKS	\$200.00
19 00002558	PLBG	119 MOLDEN DR	EXPANSION TANK	\$200.00
19 00002523	PLBG	437 GRAY AVE	EXPANSION TANK	\$200.00
19 00002487	PLBG	325 GEORGE ST	EXPANSION TANKS	\$200.00
19 00002490	PLBG	457 GRAY AVE	EXPANSION TANKS	\$200.00
19 00002482	PLBG	5 E NORTH AVE	EXPANSION TANKS	\$200.00
19 00002504	PLBG	2535 HOCKMAN AVE	EXPANSION TANKS	\$200.00
19 00002566	PLBG	100 MORNINGSIDE DR	EXPANSION TANK	\$200.00
19 00002526	PLBG	615 CRYSTAL CT	EXPANSION TANK	\$200.00
19 00002512	PLBG	3000 SHAWNEE DR	EXPANSION TANK	\$200.00
19 00002536	PLBG	1620 WHITTIER AVE	EXPANSION TANK	\$200.00
19 00001631	ELEC	665 HILLMAN DR	NEW DWLG	\$9,500.00
19 00002495	PLBG	939 KINZEL DR	EXPANSION TANKS	\$200.00
19 00002521	PLBG	404 N PLEASANT VALLEY RD	EXPANSION TANK	\$200.00
19 00002574	PLBG	2506 HOCKMAN AVE	EXPANSION TANK	\$200.00
19 00002576	PLBG	2948 PACKER ST	EXPANSION TANK	\$200.00
19 00002573	PLBG	2432 ROBYN TERR	EXPANSION TANK	\$200.00
19 00002561	PLBG	121 E JAMES ST	EXPANSION TANK	\$200.00
19 00002565	PLBG	10 E BOND ST	EXPANSION TANK	\$200.00
19 00001479	ELEC	650 S108 CEDAR CREEK GR	REMODEL	\$22,000.00
19 00002559	PLBG	121 MORNINGSIDE DR	EXPANSION TANK	\$200.00
19 00002501	PLBG	2503 HOCKMAN AVE	EXPANSION TANKS	\$200.00
19 00002543	PLBG	229 MYRTLE AVE	EXPANSION TANK	\$200.00
19 00002538	PLBG	2357 MIDDLE RD	EXPANSION TANK	\$200.00
19 00002554	PLBG	609 CRYSTAL CT	EXPANSION TANK	\$200.00

Permit #	Type	Address	Description	Value
19 00002518	PLBG	213 ALLISON AVE	EXPANSION TANK	\$200.00
19 00002507	PLBG	2604 HOCKMAN AVE	EXPANSION TANKS	\$200.00
19 00002478	PLBG	2608 CEDAR CIR	EXPANSION TANKS	\$200.00
19 00002529	PLBG	414 GRAY AVE	EXPANSION TANK	\$200.00
19 00002344	ELEC	1850 APPLE BLOSSOM DR	LED HEADS	\$23,930.00
19 00002531	PLBG	935 KINZEL DR	EXPANSION TANK	\$200.00
19 00002510	PLBG	2849 MIDDLE RD	EXPANSION TANK	\$200.00
19 00002562	PLBG	127 MYRTLE AVE	EXPANSION TANK	\$200.00
19 00002502	PLBG	2505 HILLSIDE TERR	EXPANSION TANKS	\$200.00
19 00002525	PLBG	453 GRAY AVE	EXPANSION TANK	\$200.00
19 00002570	PLBG	828 WOODLAND AVE	EXPANSION TANK	\$200.00
19 00002342	ELEC	37 39 W BOSCAWEN ST	SERVICE	\$4,000.00
19 00002517	PLBG	210 ALLISON AVE	EXPANSION TANK	\$200.00
19 00002568	PLBG	372 GRAY AVE	EXPANSION TANK	\$200.00
19 00002555	PLBG	704 GREEN ST	EXPANSION TANK	\$200.00
19 00002184	ELEC	822 BUCKNER DR	REMODEL	\$3,000.00
19 00002159	ELEC	650 S114 CEDAR CREEK GR	REMODEL/ADDITION	\$11,000.00
19 00002484	PLBG	27 MORNINGSIDE DR	EXPANSION TANKS	\$200.00
19 00002513	PLBG	35 MORNINGSIDE DR	EXPANSION TANK	\$200.00
19 00002486	PLBG	209 PINE ST	EXPANSION TANKS	\$200.00
19 00002491	PLBG	611 BITTERSWEET CT	EXPANSION TANKS	\$200.00
19 00002496	PLBG	974 WOODSTOCK LN	EXPANSION TANKS	\$200.00
19 00002575	PLBG	2603 WINDWOOD DR	EXPANSION TANK	\$200.00
19 00002539	PLBG	2514 HOCKMAN AVE	EXPANSION TANK	\$200.00
19 00002509	PLBG	2843 MIDDLE RD	EXPANSION TANK	\$200.00
19 00002160	NRRM	502 S CAMERON ST	REPAIR/REBUILD PORCH	\$500.00
19 00001904	PLBG	212 E CORK ST	NEW FIXTURES	\$1,500.00
19 00001904	NRRM	212 E CORK ST	INTERIOR REMODEL	\$70,000.00
19 00002585	NGAS	405 STONE MEADOW CT	REPLACE GAS FURNACE	\$100.00

Permit #	Type	Address	Description	Value
19 00002329	NR	305 E BOSCAWEN ST	RE-ROOF OF MAINTENANCE BLDG	\$5,500.00
19 00002560	AMUS	1001 E CORK ST	BOUNCE HOUSE FOR 8/10/19	\$75.00
19 00002397	AMUS	598 N KENT ST	FAMILY DAY 2019 - 8/4/19	\$0.00
19 00002388	DECK	806 MAHONE DR	ADDING SCREENED PORCH	\$40,000.00
19 00002181	RREM	426 W CLIFFORD ST	REMOVE PLASTER, REPLACE W/ DRY	\$85,000.00
19 00002608	PLBG	935 1/2 WOODLAND AVE	EXPANSION TANK	\$200.00
19 00002617	PLBG	1807 ROBERTS ST	EXPANSION TANK	\$200.00
19 00002647	PLBG	205 MYRTLE AVE	EXPANSION TANK	\$200.00
19 00002054	NRRM	2185 S PLEASANT VALLEY RD	INTERIOR/EXTERIOR REMODEL	\$100,000.00
19 00002656	PLBG	413 BATTLE AVE	EXPANSION TANK	\$200.00
19 00002599	PLBG	175 OMPS DR	EXPANSION TANK	\$400.00
19 00002631	PLBG	328 BRANNER CIR	EXPANSION TANK	\$200.00
19 00002641	PLBG	942 KINZEL DR	EXPANSION TANK	\$200.00
19 00002619	PLBG	2603 MIDDLE RD	EXPANSION TANK	\$200.00
19 00002616	PLBG	1446 GREYSTONE TERR	EXPANSION TANK	\$200.00
19 00002638	PLBG	654 BATTLE AVE	EXPANSION TANK	\$200.00
19 00002633	PLBG	376 CHARLES ST	EXPANSION TANK	\$200.00
19 00002629	PLBG	310 NATIONAL AVE	EXPANSION TANK	\$200.00
19 00002673	PLBG	12 RICHARDS AVE	EXPANSION TANK	\$200.00
19 00002670	PLBG	148 BRUCE DR	EXPANSION TANK	\$200.00
19 00002659	PLBG	424 MARION ST	EXPANSION TANK	\$200.00
19 00002610	PLBG	943 ORCHARD AVE	EXPANSION TANK	\$200.00
19 00002602	PLBG	211 213 SHARP ST	EXPANSION TANK	\$200.00
19 00002658	PLBG	523 N CAMERON ST	EXPANSION TANK	\$200.00
19 00002634	PLBG	416 FAIRVIEW AVE	EXPANSION TANK	\$200.00
19 00002607	PLBG	828 NATIONAL AVE	EXPANSION TANK	\$200.00
19 00002676	PLBG	125 SELMA DR	EXPANSION TANK	\$200.00
19 00002637	PLBG	603 BATTLE AVE	EXPANSION TANK	\$200.00
19 00002636	PLBG	555 FOX DR	EXPANSION TANK	\$200.00

Permit #	Type	Address	Description	Value
19 00002644	PLBG	928 FRANKLIN ST	EXPANSION TANK	\$200.00
19 00002630	PLBG	316 PINE ST	EXPANSION TANK	\$200.00
19 00002655	PLBG	405 BATTLE AVE	EXPANSION TANK	\$200.00
19 00002611	PLBG	1423 KENT CIR	EXPANSION TANK	\$200.00
19 00002669	PLBG	144 BRUCE DR	EXPANSION TANK	\$200.00
19 00002606	PLBG	652 VIRGINIA AVE	EXPANSION TANK	\$200.00
19 00002650	PLBG	304 WOOD AVE	EXPANSION TANK	\$200.00
19 00002609	PLBG	935 WOODLAND AVE	EXPANSION TANK	\$200.00
19 00002614	PLBG	2500 HILLSIDE TERR	EXPANSION TANK	\$200.00
19 00002645	PLBG	934 KINZEL DR	EXPANSION TANK	\$200.00
19 00002632	PLBG	366 GEORGE ST	EXPANSION TANK	\$200.00
19 00002326	NRRM	3150 SHAWNEE DR	ADD PARTITIONS TO CREATE 2 TRN	\$89,766.00
19 00002643	PLBG	1032 ALLEN DR	EXPANSION TANK	\$200.00
19 00002604	PLBG	640 VIRGINIA AVE	EXPANSION TANK	\$200.00
19 00002600	PLBG	2700 BLUE RIDGE TERR	EXPANSION TANK	\$200.00
19 00002642	PLBG	943 FRANKLIN ST	EXPANSION TANK	\$200.00
19 00002640	PLBG	924 WOODLAND AVE	EXPANSION TANK	\$200.00
19 00002624	PLBG	43 MONTAGUE CIR	EXPANSION TANK	\$200.00
19 00002593	PLBG	172 S113 LINDEN DR	EXPANSION TANK	\$200.00
19 00002330	DECK	212 214 W BOSCAWEN ST	ADDING DECK	\$3,000.00
19 00002325	DECK	614 PRITCHARD'S HILL CT	ADD FRONT PORCH	\$12,200.00
19 00002627	PLBG	236 FOX DR	EXPANSION TANK	\$200.00
19 00002666	PLBG	300 WALKER ST	EXPANSION TANK	\$200.00
19 00002615	PLBG	2531 HOCKMAN AVE	EXPANSION TANK	\$200.00
19 00002594	PLBG	136 WEEMS LN	EXPANSION TANK	\$200.00
19 00002672	PLBG	4 MONTAGUE CIR	EXPANSION TANK	\$200.00
19 00002665	PLBG	610 CRYSTAL CT	EXPANSION TANK	\$200.00
19 00002598	PLBG	702 VIRGINIA AVE	EXPANSION TANK	\$400.00
19 00002592	PLBG	699 N LOUDOUN ST	EXPANSION TANK	\$200.00

Permit #	Type	Address	Description	Value
19 00002635	PLBG	516 DARRVIEW ST	EXPANSION TANK	\$200.00
19 00002664	PLBG	601 CRESTVIEW TERR	EXPANSION TANK	\$200.00
19 00002649	PLBG	234 WALKER ST	EXPANSION TANK	\$200.00
19 00002591	PLBG	1104 1112 AMHERST ST	EXPANSION TANK	\$200.00
19 00002657	PLBG	421 BATTLE AVE	EXPANSION TANK	\$200.00
19 00002661	PLBG	523 & 1/2 N CAMERON ST	EXPANSION TANK	\$200.00
19 00002621	PLBG	2712 BLUE RIDGE TERR	EXPANSION TANK	\$200.00
19 00002639	PLBG	839 BERRYVILLE AVE	EXPANSION TANK	\$200.00
19 00002605	PLBG	648 VIRGINIA AVE	EXPANSION TANK	\$200.00
19 00002674	PLBG	28 GIBBENS ST	EXPANSION TANK	\$200.00
19 00002653	PLBG	342 FAIRVIEW AVE	EXPANSION TANK	\$200.00
19 00002620	PLBG	2640 DANIEL TERR	EXPANSION TANK	\$200.00
19 00002601	PLBG	210 CHESTNUT ST	EXPANSION TANK	\$200.00
19 00002596	PLBG	1400 VALLEY AVE	EXPANSION TANK	\$400.00
19 00002651	PLBG	308 BRANNER AVE	EXPANSION TANK	\$200.00
19 00002662	PLBG	525 BATTLE AVE	EXPANSION TANK	\$200.00
19 00002646	PLBG	200 FOX DR	EXPANSION TANK	\$200.00
19 00002618	PLBG	2317 WILSON BLVD	EXPANSION TANK	\$200.00
19 00002677	PLBG	123 BELLVIEW AVE	EXPANSION TANK	\$200.00
19 00002622	PLBG	2717 BLUE RIDGE TERR	EXPANSION TANK	\$200.00
19 00002597	PLBG	1019 ORCHARD AVE	EXPANSION TANK	\$400.00
19 00002668	PLBG	639 BATTLE AVE	EXPANSION TANK	\$200.00
19 00002654	PLBG	367 FOX DR	EXPANSION TANK	\$200.00
19 00002595	PLBG	1014 AMHERST ST	EXPANSION TANK	\$400.00
19 00002623	PLBG	1 W HART ST	EXPANSION TANK	\$200.00
19 00001905	PLBG	808 BERRYVILLE AVE	NEW FIXTURES	\$12,000.00
19 00002613	PLBG	1612 VALLEY AVE	EXPANSION TANK	\$200.00
19 00002671	PLBG	150 OMPS DR	EXPANSION TANK	\$200.00
19 00002625	PLBG	114 HAWTHORNE DR	EXPANSION TANK	\$200.00

Permit #	Type	Address	Description	Value
19 00002660	PLBG	508 BATTLE AVE	EXPANSION TANK	\$200.00
19 00002612	PLBG	1605 HANDLEY AVE	EXPANSION TANK	\$200.00
19 00002675	PLBG	122 RUSSELCROFT RD	EXPANSION TANK	\$200.00
19 00002603	PLBG	400 GRAY AVE	EXPANSION TANK	\$200.00
19 00002590	PLBG	136 A LINDEN DR	EXPANSION TANK	\$200.00
19 00002667	PLBG	1604 PONDVIEW DR	EXPANSION TANK	\$200.00
19 00002648	PLBG	217 WEST ST	EXPANSION TANK	\$200.00
19 00002626	PLBG	220 CHESTNUT ST	EXPANSION TANK	\$200.00
19 00002663	PLBG	525 SMITHFIELD AVE	EXPANSION TANK	\$200.00
19 00002628	PLBG	308 W CEDARMEADE AVE	EXPANSION TANK	\$200.00
19 00002652	PLBG	318 SMITHFIELD AVE	EXPANSION TANK	\$200.00
Total:301				\$625,367

Public Services

- Project updates:
 - The North Cameron Drainage Improvements Project will begin on July 29. Lane closure and detour will be needed. [More Info](#)
 - Work commenced this week on the Creamery Building renovations.
 - City Council approved the design of the new maintenance facility at City Yards at their regular meeting. The project will be advertised for construction bids the week of August 5.
 - The City's contractor has started repainting all of the white and yellow long line striping on streets throughout the city. The new striping on S. Kent Street between Millwood and Cork was also completed following the street repaving.
 - The existing asphalt on Woodstock Lane between Pleasant Valley and Pine will be milled the end of next week and the street will be repaved the week of August 5.
- Held a mandatory pre-bid meeting for contractors interested in submitting bids for the central downtown infrastructure improvements project. Bids will be opened on August 20.
- Attended a meeting with VDOT to discuss a study that their consultant will be completing that will recommend possible improvements on Pleasant Valley Road between Cork Street and Tevis Street to improve safety and traffic flow.
- Met with the Handley Board of Trustees, Winchester Schools, and the Museum of the Shenandoah Valley (MSV) to discuss on easement that is necessary for the trail that will be constructed near the west end of Jefferson Street and connect to the new trails that will be constructed on the MSV property.
- Made repairs to the stone pavers around the perimeter of the splash pad.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	5,548
Water service lines replaced (number)	0	364
Water meters replaced (number)	46	1,309
Sanitary sewer mains replaced/lined (linear feet)	0	4,791
Sanitary sewer laterals replaced (number)	0	96
Sanitary manholes replaced (number)	4	35
Sidewalks replaced (linear feet)	619	19,623
Sidewalks repaired (linear feet)	0	48,314

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	3.91	Lane miles
	Potholes repaired	43	184	#
	Mowing	14.47	266.15	Acres
	Miles of streets swept	70	1,510	Miles
	Tons of leaves hauled	0	32.80	Tons
Trees	Dead/diseased trees removed	5	113	#
	Trees trimmed	3	330	#
	Stumps removed	5	142	#
Traffic	Street signs Installed/replaced	11	251	#
	Pavement markings repainted (City)	0	3,907.50	Linear feet
	Pavement markings repainted (contractor)	0	19,278	Linear feet
Refuse & Recycling	Refuse collected	131.30	3,648.04	Tons
	Recycling collected	47.74	1,473.24	Tons
	Large item pickups	1	122	#
Transit	Total passengers	2,793	74,979	#
	Revenue miles pick up/drop off	4,002	107,894	Miles
	Revenue hours pick up/drop off	369.43	9,861.73	Hours

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Utility billing	Payments processed	1,457	40,079	#
	New bills mailed out	0	40,694	#
	Water services turned off (non-payment)	26	308	#
Water treatment plant	Average daily water demand	6.85	6.15	Million gallons/day
	Peak daily water demand	6.94	7.57	Million gallons/day
Wastewater treatment plant	Average daily flow treated	6.18	9.15	Million gallons/day
	Peak daily flow treated	6.61	20.04	Million gallons/day
Water distribution and wastewater collection	Water main breaks repaired	2	10	#
	Water meters read	1,179	44,855	#
	Fire hydrants flushed	66	914	#
	Sewer mains cleaned	3,688	85,989	Linear feet
	After-hours call outs	6	162	#
Engineering	Site plans reviewed	4	60	#
	Floodplain permits issued	2	68	#
	Utility as-builts reviewed	0	5	#
	Right-of-way permits issued	5	119	#
	Land disturbance permits issued	0	9	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	20	1,428	#
	Erosion and sediment notices to comply	0	20	#
Facilities Maintenance	Work requests completed	15	568	#
	Special events assistance	2	28	#
	Maintenance of pedestrian mall	37	944	Staff hours
Equipment maintenance	Total repairs completed	35	2,560	#
Winchester Parking Authority	Work requests completed	7	215	#
	Special events - assistance provided	0	14	#
	Vandalism or property damage issues	0	13	#
	New monthly rentals	5	150	#
	Monthly rental cancellations	4	77	#
	Total monthly leases in all autoparks	+1	1,116	#
	Available monthly spaces in all autoparks	-1	291	#
	Hourly parkers (all four garages)	4,180	82,831	#
	Park-Mobile transactions	1,079	19,728	#
	Meter violations	265	5,752	#

Support Services

Innovation & Information Services

- Performed security awareness testing exercise for City employees and planned security awareness training campaign.
- Submitted information for FOIA request.
- Worked with enterprise vendor to troubleshoot Click2Gov online services outage.
- Met with communications vendor to discuss City network infrastructure needs.
- Began questionnaire for City's auditors related to IT environment changes in last fiscal year.
- Worked with document management vendor to re-categorize scanned documents to new categories per department request.
- Worked with Treasurer outsource printing vendor for new bill form.
- Started developing Python script/add-in for Fire and Rescue to use to generate monthly report for call history.
- Customized Spotted Lanternfly (SLF) survey to allow for two hidden QAQC fields that can be edited by "internal users" but not general public. These field values will be the basis to display survey report information to the public.
- Added United States Department of Agriculture and Virginia Department of Agriculture and Consumer Services ArcGIS online users to "SLF Initiative Early Access" group. Allows them to view SLF Hub site without opening site up to public.

Help Desk Requests	Count	Closed
Account Management	13	15
Applications	9	18
GIS	2	4
Hardware	15	17
Information Only	9	9
Infrastructure	4	5
No Action Required	11	9
Not Assigned	16	0
Procurement/Disposal	0	0
Reporting	0	3
Research	-	-
Total	79	80

Parks & Recreation

- Accepted applications for open Lifeguard and Aquatics Specialist positions.
- Sent Fall Activity guide to printer. Expected distribution in mid-August to all city addresses.
- Held monthly Advisory Board meeting.
- Continued work on the new Maintenance facility.
- Hosted Week 8 of Summer Camp.

Social Services

- Received 86 Benefit Program applications: 23 SNAP, 40 Medicaid, 2 TANF, 1 VIEW, 2 Child Care, 2 Auxiliary Grant, 1 General Relief-Burial, 19 Home Energy Assistance Program
- Provided case management to:
 - 3,555 Medicaid cases
 - 1,563 SNAP cases
 - 63 TANF cases
 - 20 Auxiliary Grant cases
 - 44 individuals receive VIEW services
 - 51 families/106 children receive Child Care Subsidy Assistance (13 families/22 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	195/131
Child Protective Service referrals	9
Placed "on notice" for foster care entry by JDRC	3
Children in foster care	51
Entered/exited foster care	7/0
Adoption subsidy cases/adoptions finalized	56/0
Child Protective Service (CPS) case management load	47
Benefit program fraud & overpayment referrals/investigations/recoupment claims	2/5/24
CPS family assessments & investigations of alleged maltreatment	91
Family Service intakes	11
Adult Protective Service referrals	1
Adult services case management load	8
Adult guardianships/cases	2/72
Adult Protective Service investigations/intakes	27/7
Family Services Prevention case management load	8
Uniform Assessment Instrument screenings	1

Communications

- Distributed [July 24, 2019 CitE-News](#) issue.
- Handled 4 media requests for City information and staff interviews; 5 requests for WPD.
- Edited the video clips from Saturday's Junior Academy into a [highlight reel](#) and sent it to parents.
- Advertised National Night Out with a Flashback Friday post on the Police Department's Facebook page.
- Recorded, edited, and released [episode 14](#) of the Rouss Review podcast, which features the new Fire and Rescue Chief William Garrett.
- Updated [City Projects web page](#).
- Filmed and edited the July 31 episode of [publiCITY](#) that covers Tourism and features Justin Kerns, Executive Director of the Winchester/Frederick County Convention and Visitors Bureau.
- Brainstormed Public Services awareness campaign to be launch soon. Began crafting materials and promotional plan.
- Met with GIS and the City Arborist to discuss the design of and information on the Spotted Lanternfly ArcGIS Hub site.
- Continued design work on the Budget in Brief document.
- Edited the Park's draft fall activity guide.
- Designed 275th anniversary ad for upcoming events.
- Designed a recycling program ad for the Park's fall activity guide.
- Photographed demolition progress at the Kent/Piccadilly development site.
- Filmed parts of the Manufacturing Week commercial for Comcast and edited together clips filmed so far.
- Met with Planning, Zoning and Inspections concerning a new records management program for their departments.
- Assisted City Manager with talking points for Godfrey Miller Lecture Series on the current and future of the City of Winchester.
- Registered with Emergency Management for the Certified Drone Pilot training program.
- Drafted [2020 INSIGHT Citizen's Academy](#) schedule.
- Attended the Mayor's Healthy City planning committee meeting.

311 Requests Received		#
FOIA		6
New Recycling Bin		2
Missed Trash/Recycling Collection		0
Trash on Property		1
City Tree Issue		2
Traffic Signal Issue		0
Dead Animal in Road		0
Ask a Question		0
Stormwater Drainage Issue		0
Pothole		1
Street Light Out		0
Tall Grass		2
Water/Sewer Service		0
Citibot		0
Total		14

Date	City of Winchester News Releases
7/22	Park membership discount offered in honor of 275th anniversary - read
	Deceased man found in Town Run - read
7/23	North Cameron Street Drainage Improvements Project to begin - read
7/26	National Night Out returns August 6 to the Loudoun Street Mall - read

Date	Segments on WDVM
7/19	Texas man pleads guilty to 1970s Winchester rapes - watch
7/22	Body found floating in Winchester - watch
7/23	Police identify man found dead in Winchester - watch
Date	Articles in <i>The Winchester Star</i>
7/20	It's yesterday once more at Rouss City Hall
	Judge: Church's lawsuit against city can continue
7/22	Panel recommends funds to help pay for airport improvements
	Winchester 275th Anniversary: During Civil War, Winchester was a city living on the edge
7/23	Man dies in apparent Town Run drowning
	Heavy storms bring heat wave to a close
	Splash pad down for repairs (photo)
	Frederick sheriff candidates spar over military vehicles
7/24	Victim in apparent city drowning identified
	Demolitions for downtown development begin (photos)
7/25	City Council OKs smaller school board
	City wants public input on possible Boscawen closure
	City benefactors, integration revisited in lecture series
7/26	Elected School Board referendum on ballot
	City Council, SPCA updating service agreement
	City holds the first of four input sessions